



## **TOWN OF WEST HARTFORD**

Administration and Technology Committee  
Town Hall, 50 South Main Street, Room 312

July 16, 2018

8:00 AM

### **MINUTES**

#### **Attendance**

Liam Sweeney (Chair)  
Shari Cantor  
Chris Williams

#### **Staff**

Matt Hart, Town Manager  
Jared Morin, Director of Information Technology  
Robert Palmer, Director of Plant and Facilities Services  
Essie Labrot, Town Clerk

#### **1. Call to Order**

Chair Liam Sweeney called the meeting to order at 8:00 AM.

#### **2. Staff Reports**

- a. *Information Technology*-Mr. Morin provided this update to the committee. It has been business as usual and he highlighted some of the summer projects for his department, including the completed research on the agenda management systems, municipal fiber construction project, additional IP cameras, implementation of an enterprise wireless network, and the implementation of anonymous alerts in the school district. The department is also working on an emergency notification system for Town Hall to improve building safety and security. PowerDMS is being implemented for the police department which will reduce paper and improve security.
- b. *Plant and Facilities*- Mr. Palmer provided this update to the committee. Town and school buildings functioned well during the recent heat streak. There were no major issues in any buildings.

Summer is construction season in the schools and town buildings. He highlighted some of the recently completed and current capital projects including deck renovations at Rockledge Country Club, work with IT on video surveillance system, elevator work at the Elmwood Community Center, Town Hall projects, and Cornerstone pool resurfacing.

On the school side, Hall Science labs are progressing on schedule, work at King Phillip is in process, the reconfiguration of the Bugbee Main Office is in design, and the demolition is complete for the Norfeldt auditorium seating.

There have been issues with stair manufacturing throughout the industry, however, the impact on various projects has been minimal.

He also updated the committee on the Town and BOE energy and sustainability efforts.

- c. *Town Clerk*-Ms. Labrot provided this update to the committee. She discussed new fees, updates from the Department of Revenue Services, and information on the elections absentee ballot project. She also supported the recommendation of BoardDocs to the committee.
- d. *Other*-Mr. Hart updated the committee on the current Town logo project. A presentation will be made to the Ad Hoc Subcommittee on Economic Development next month and councilors are invited to attend.

He also discussed the upcoming POCD updates. He will work with the TPZ and the committee towards a strategic approach and possibly host a workshop.

### **3. Business Items**

- a. *Recommendation on Agenda Management System*- Mr. Morin and the agenda management committee recommends BoardDocs for the Town. He detailed the proposal and implementation process of the company, providing benefits and cost analysis. The goal is to have the support of the full council and using one, efficient system. Demos will be scheduled for September, with onboarding plans for October.
- b. *Energy Update*-Mr. Palmer provided an energy summary handout which detailed energy use/cost, energy procurement, renewable energy, the Clean Energy Commission, and the LED street light replacement.
- c. *Next Committee Meeting* – A new date for the next admin and tech committee meeting will be confirmed via email, due to the September holiday.

With no further business to discuss, the meeting adjourned at 8:54 AM.